



Reopening Brown County

Recommendations from
Public Health

December
2020



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Brown County
Health & Human Services



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De Pere Health Department

Appendix J: Responding to Positive COVID-19 Cases in Your Facility

Brown County Public Health offers the following recommendations and considerations regarding protecting employees, customers, and communities and slowing the spread of COVID-19. It is important to note that the more an individual interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

As is the case with any employer implementing any policies and/or rules regarding its employees, you should check with your Human Resources Department and seek the advice of legal counsel prior to implementing any policies and/or rules in order to ensure that you possess the legal authority to do so, and that your policies and/or rules comply with other laws, such as the federal Americans with Disabilities Act (ADA), and allow for any applicable exceptions. Also, these recommendations and considerations are based upon information available at the time of publication and are subject to change.

- **What to Do If an Employee Tests Positive for COVID-19** You should consider instructing the infected employee to follow these protocols:
 - If symptomatic, the employee must isolate for a minimum of 10 days after symptom onset AND have at least 24 hours fever and symptom free, without fever reducers.
 - If asymptomatic, the employee must isolate for 10 days after their positive test date.
 - You should consider contacting all employees that were in close contact with the positive employee and informing them to self-quarantine for 14 days. Employees under quarantine should actively monitor for COVID-19 symptoms.



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What to Do If an Employee Tests Negative for COVID-19 You should consider instructing the individual employee to follow these protocols:

- If symptomatic, they should stay at home until they have had 24 hours fever and symptom free, without fever reducers.
- If asymptomatic and not a close contact, the employee can return to work when negative test results are received. However it is important to remember that they could test positive at a later time. Public Health recommends continuing to practice protective measures to reduce the spread of COVID-19 in Brown County.
- **If your employee is a close contact of someone with COVID-19, they should quarantine based upon quarantine risk level per the 12/6/2020 Brown County Public Health guidance.**

According to the Centers for Disease Control and Prevention (CDC) a close contact is being in contact with a positive COVID-19 case within 6 feet for more than 15 minutes, had direct contact with the person (i.e. kiss, handshake, hug), had contact with the persons respiratory secretions (i.e. cough/sneezed on, contact with dirty tissue, sharing a drinking glass, etc.), or stayed overnight for at least one night in the same household.

- Symptoms include, but are not limited to:
 - Cough (new onset or worsening of chronic cough)
 - Shortness of breath
 - Fever >100.4F
 - Chills
 - Sore throat
 - Runny nose
 - Muscle pain
 - Headache
 - New loss of taste or smell



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- Consider issuing a general notice to the workforce that an employee has tested positive for or is presumed to have COVID-19 (without identifying the employee).
- Consider notifying clients, vendors and/or guests who may have been exposed to the diagnosed employee, while maintaining confidentiality (i.e. “an employee tested positive” vs. “John Doe tested positive”).

Cleaning and Disinfecting

- In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person (office space, shared meeting spaces, work stations, restrooms, etc.)
- You should consider waiting 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Consider cleaning dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against COVID-19, and are appropriate for the surface. Follow the label for proper contact time.

Preventive Measures

- Consider educating employees about when they should stay home and when they can return to work.



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- Actively encourage employees who are sick or have recently had a close contact with a person with COVID-19 to stay home.
- Develop policies that encourage sick employees to stay at home without fear punishment, and ensure employees are aware of these policies.
- Employees must stay home if they have tested positive, and you should consider having them stay home if they are showing COVID-19 symptoms.
- You should consider having employees who have recently had close contact with a person with COVID-19 also stay home and monitor their health.

Hand Hygiene

- You should consider requiring frequent employee handwashing especially after touching frequently used items or surfaces (i.e. doorknobs, handles, handrails, payment pads, pens, etc.) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol.

Face Coverings

- Governor Tony Evers has released Emergency Order #1 (<https://evers.wi.gov/Documents/COVID19/EmO01-FaceCoverings.pdf>) which outlines who should wear a mask and in which settings. Please see the FAQ from the Governor's office if you have questions about the order: <https://evers.wi.gov/Documents/COVID19/FaceCoveringFAQ.pdf>.
- The Governor's Emergency Order #1 is meant to be a minimum bar for facial covering requirements. If your local government has stricter requirements, those requirements must be followed.



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- You should also consider providing training to staff for proper use, removal, and washing of face coverings, if applicable. You should consult with legal counsel regarding providing exceptions/accommodations regarding any face covering requirement you may implement prior to doing so, and regarding any other legal considerations.
- There is growing evidence that the use of cloth face coverings by the public during a pandemic is one of the most effective strategies to prevent the spread of the virus. Masks reduce the spread of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19, but feels well. You should consider using cloth face coverings as part of a combination strategy, including physical distancing, washing hands and staying home when ill.

Signs and Messages

- Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a face covering.
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with vendors, employees, and customers (such as on business websites, in emails, and on social media accounts).

"As is the case with any employer implementing any policies and/or rules regarding its employees, you should check with your Human Resources Department and seek the advice of legal counsel prior to implementing any policies and/or rules in order to ensure that you possess the legal authority to do so, and that your policies and/or rules comply with other laws, such as the federal Americans with Disabilities Act (ADA), and allow for any applicable exceptions. Also, these recommendations and considerations are based upon information available at the time of publication and are subject to change."



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